

AGENDA  
VILLAGE OF ROUND LAKE  
COMMITTEE OF THE WHOLE MEETING  
June 16, 2014  
442 N. Cedar Lake Road  
To Follow the Regular Board Meeting  
The Regular Board Meeting is 7:00 P.M.

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Approve the Minutes of the Committee of the Whole Meeting of June 2, 2014

3. PUBLIC COMMENT

4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
  - Workers Compensation Payroll Audit Calendar year 2013
- Public Works, Facilities and Capital Assets, and Engineering
  - Purchase of Sewer Camera
  - Generator Service Contract
  - Cured in Place Pipe Liner – Design Services
  - Forest Avenue Pavement Rehab - Design Services
- Special Events
  - July 4<sup>th</sup> Parade
- Building and Zoning
- Police
- Administration
  - Mosquito Spraying

5. SUGGESTED NEW TOPICS

6. EXECUTIVE SESSION

6.1 Motion to move to executive session to discuss the appointment, employment, compensation, performance and/or dismissal of specific Village employees pursuant to Section 2(c)(1) of the Illinois Open Meetings Act, and to discuss collective negotiating matters between the Village and certain employees pursuant to Section 2(c)(2) of the Illinois Open Meetings Act.

7. ADJOURN

MINUTES  
VILLAGE OF ROUND LAKE  
COMMITTEE OF THE WHOLE MEETING  
June 2, 2014  
442 N. Cedar Lake Road  
To Follow the Regular Board Meeting  
The Regular Board Meeting is 7:00 P.M.

## CALL TO ORDER

THE COMMITTEE OF THE WHOLE MEETING OF THE VILLAGE OF ROUND LAKE WAS CALLED TO ORDER BY DAN MACGILLIS, VILLAGE PRESIDENT AT 7:34 P.M

### 1. ROLL CALL

Present: Trustees Frye, Newby, Simoncelli, Triphahn, Wicinski  
Absent: Trustee Clements

### 2. APPROVAL OF MINUTES

#### 2.1 Approve the Minutes of the Committee of the Whole Meeting of May 19, 2014

Trustee Newby moved, Seconded by Trustee Frye to approve the Minutes of the Committee of the Whole Meeting of May 19, 2014. Under discussion Trustee Triphahn asked that item amounts be also included in the minutes so that the same amounts flow from COTW to the regular board minutes. The Mayor stated that since it is the COTW and the Agenda Item Summary (AIS) reflects the amounts he doesn't feel it's necessary since it is a discussion item and it could change and he has no problem with the regular board minutes, but will consider it. Upon a unanimous voice vote; the Mayor declared the motion carried

### 3. PUBLIC COMMENT NONE

### 4. COMMITTEE OF THE WHOLE

- Community Development
- Human Resources and Finance
  - Prevailing Wage Ordinance  
Trustee Triphahn spoke on the subject of the Prevailing Wage Act citing the purpose of the act and that in the month of June; each public body shall file a certified copy of an ordinance regarding the prevailing rate of wages as defined in the act.

The Mayor and Board agreed to move to the next Consent Agenda

- Public Works, Facilities and Capital Assets, and Engineering
- Special Events  
Trustee Wicinski stated that the next meeting is in two weeks on Monday June 16<sup>th</sup> at 6pm here at the Village Hall and that the Fest is set for September 6<sup>th</sup>. It was asked of the committee if they had checked with other communities regarding their events because it was discovered that the Village of Hainesville will be having their event the same night. The

committee stated that they had and when they chose the date no other community event had been mentioned for the same date. Going forward the committee stated that they will let the other communities know our planned date as well so there is not a cross over in events.

- **Building and Zoning**

- Purchase of a New Building Department Vehicle

Chief Gillette spoke on the need of a new vehicle for the building department stating that this would replace one of the trucks currently used and the other will be replaced next year. Under discussion it was mentioned that this item was not discussed with the liaisons and if a smaller truck could be considered such as the type they currently have. The Chief stated that type of truck is no longer manufactured and the state bid price of the vehicles is very reasonable and that we needed a truck that would durable to last 10 years. Leasing the vehicle was discussed and it was mentioned why lease the vehicle, when you can buy. The low state bid price is from Wright Automotive in the amount of \$17,896.00

The Mayor and Board agreed to move to the next Consent Agenda

- **Police**

- Purchase of In-Squad Car Cameras

Chief Gillette stated that Police department is seeking to purchase 4 in Squad Car cameras and associated recording management software from Digital Ally at a cost of \$11,860.00.

The Mayor and Board agreed to move to the next Consent Agenda

- Purchase of Taser Devices

Chief Gillette stated that the Police department is seeking to purchase 6 Taser devices from Taser International, the sole proprietor of Taser devices. The Chief stated that the deployment of Taser devices will result in greater control and reduced risk of injury to everyone involved during most potentially violent encounter with uncooperative and often dangerous individuals. The total cost for the Tasers are \$14,757.40

The Mayor and Board agreed to move to the next Consent Agenda

- Purchase of New Squad Cars

Chief Gillette stated that the Police department is seeking to purchase three (3) 2014 Ford Police Interceptor vehicles to replace one patrol squad car, the police chief vehicle and an investigations vehicle. The low bid for the vehicles came in from Currie Motors for \$73,452.00. Emergency equipment is budgeting separately.

The Mayor and Board agreed to move to the next Consent Agenda

- Police Staff & Command School (Commander Troy Akey)

Chief Gillette is requesting to enroll Commander Akey in Northwestern University's Center for Public Safety 10 week, 350 Hour Police Staff and Command School. The training will be presented at the Glenview Police Department for two weeks per month over the course of five months, beginning on September 15, 2014. The cost of the training with meal reimbursement is \$4,100.00

The Mayor and Board agreed to move to the next Consent Agenda

- Supervision of Police Personnel Training (two new Sergeants)  
Chief Gillette is requesting to enroll Sergeants Cheney and Prus in the Northwestern University's Center for Public Safety 10 day, 80 hour Supervision of Police Personnel Management Training. The training will be presented at the Centers Evanston Campus for two weeks beginning on September 15, 2014. The cost of the training with meal reimbursement and parking fees is \$2,150.00

The Mayor and Board agreed to move to the next Consent Agenda

- Administration

- Approve the Revised Round Lake Management Commission Agreement  
Village Administrator Russ Kraly stated he had spoken to the Round Lake Management Commission regarding the suggestions Village Attorney Mike Zimmerman brought forth. VA Kraly stated the Commission mentioned they have made revisions to the current Intergovernmental Agreement based on those suggestions and they have reviewed the proposed changes with representatives of the Villages of Round Lake Park and Round Lake Beach. It was asked by the Trustees who our representative is on that board since Mr. Vehlow is no longer serving. VA Kraly stated that he would attend and can be appointed at the next meeting.

The Mayor and Board agreed to move to the next Consent Agenda

- Employee Recognition Program  
VA Kraly stated that this program will recognize and reward our employees for their years of service to the Village. The Michael C. Fina Co. has a reward program that has four levels of recognition. The program starts at 5yrs with a \$25.00 gift that they can redeem on-line from a catalog supplied by the Company. It then progresses in 5 year increments, \$50.00 for 10 years, \$75.00 for 15 years and \$100 for 20 years. If the employee does not find something in the catalog that they like, a gift card can be substituted. At 25 years we will give them a \$300.00 gift card, at 30 years we will give them a \$400.00 gift card along with a framed certificate. The cost per year varies with this year being just below \$1200.00. It was suggested that a policy be placed in the employee manual as well.

The Mayor and Board agreed to move to the next Consent Agenda

- Insulation Bids for Village Hall  
VA Kraly stated that he had three vendors view the area to be insulated, two returned bids however one did not turn in a completed bid. They were not able to do the carpentry work need an only bid on the insulation portion of the request. He recommended the lowest bidder of Top Tech at a cost of \$12,250.00 be awarded the project. It was asked by the trustees if this is something that could be completed in-house whereas it was stated that it wasn't. The board also asked that going forward that the AIS be completed completely with account numbers and amounts for the record.

The Mayor and Board agreed to move to the next Consent Agenda

- Bids to close up Well #1  
VA Kraly stated that he solicited bids but due to there being a very limited field of contractors that are able to bid, since it requires a special license from the State of Illinois, as well as a permit must be approved and inspected by the Lake County Health Department. He stated the lowest bidder is W.D. Blake & Sons from Antioch with an amount of \$3,997.00.

The Mayor and Board agreed to move to the next Consent Agenda

- Bids to tear-down old Village Hall and House on Hart Road  
VA Kraly stated that the two items were put together to save on demolishing cost. He stated in order to seal up Well #1 as he just presented, the building needs to be demolished first. The house on Hart Road is in total disrepair and needs to be demolished. VA Kraly recommended having Fox Trucking out of Antioch remove both structures at a cost of \$16,635.00. Trustee Simoncelli asked if there is asbestos in the Hart Road building whereas VA Kraly stated that there might be. Trustee Simoncelli then pointed out the bid does not include asbestos removal in the quote. Mayor MacGillis stated that it was asked of all that were bidding to include that in the bid amount. VA Kraly stated he would check and clarify with the company and will move forward or pull the item based on the discussion.

5. SUGGESTED NEW TOPICS

Banner Program – The chamber banner program ended at the end of March and what will be done with the current banners as well as the ones that are missing.

Park on Park – The Mayor stated that this had been discussed at staff level and currently there is nothing to report.

6. EXECUTIVE SESSION

NONE

7. ADJOURN

Motion by Trustee Newby, Seconded by Trustee Triphahn to adjourn the Committee of the Whole meeting at 8:58P.M. Upon a unanimous voice vote, the Mayor declared the motion carried.

APPROVED:

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Patricia C. Blauvelt  
Village Clerk

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Daniel MacGillis  
Village President



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: WORKERS COMPENSATION PAYROLL AUDIT CALENDAR  
 YEAR 2013**

**Agenda Item No. COTW**

***Executive Summary***

Prior to calendar year 2012, the Village's risk management provider was the Illinois Municipal League Risk Management Association (IMLRMA). Staff provided that organization estimated payrolls and actual payrolls when requested. Payroll audits were never questioned, including the categorization of employees by IMLRMA. For calendar year 2012 and 2013, staff provided the Village's current vendor, Illinois Public Risk Fund (IPRF), an estimated payroll that was categorized consistent with past practices. The estimated payroll categorizes employees by function, such as, police officers, clerical employees, and street maintenance.

Payroll audits are written into workers compensation contracts to enable the provider to review the actual payroll amounts to determine if coverage was adequate and the premium was correct. The process is to ensure companies are not materially understating their estimated payroll to have a significant reduction in the annual premium.

For calendar year 2013, the IPRF audit concluded that an additional premium amount of \$4,447 is owed. See attached workers compensation process memo for additional information. Also attached is a resolution and the \$4,447 invoice payable to the IPRF.

***Recommended Action***

Adopt A Resolution Approving a Revised Proposal from the Illinois Public Risk Fund for Workers Compensation Insurance.

<b>Committee: Human Resources &amp; Finance</b>		<b>Meeting Date(s): June 16, 2014</b>		
<b>Lead Department: Administration</b>		<b>Presenter: Finance Director, Steve Shields</b>		
<b>Item Budgeted:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <b>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</b>	<b>Account(s)</b>	<b>Budget</b>	<b>Expenditure</b>	
	01-20-75-77519	\$150,675.00		
	Item Requested	\$5,000.00	\$2,223.50	
	Y-T-D Actual		\$0.00	
	Amount Encumbered		\$0.00	
	<b>Total</b>	<b>\$155,675.00</b>	<b>\$2,223.50</b>	
	50-60-75-77519	\$48,058.00		
	Item Requested	\$5,000.00	\$2,223.50	
	Y-T-D Actual		\$0.00	
	Amount Encumbered		\$0.00	
	<b>Total</b>	<b>\$53,058.00</b>	<b>\$2,223.50</b>	
	<b>Grand Total</b>	<b>\$208,733.00</b>	<b>\$4,447.00</b>	
	Request is over/under budget:			
	Under		\$204,286.00	
Over	-			

**Resolution 2014-R-\_\_\_**

**A Resolution Approving a Revised Proposal from the Illinois Public Risk Fund for Workers Compensation Insurance**

**WHEREAS**, the Village of Round Lake previously approved a proposal from the Illinois Public Risk Fund for workers compensation insurance; and

**WHEREAS**, the Illinois Public Risk Fund conducted a payroll audit and found that certain Village employees were not categorized correctly for workers compensation purposes, which required an increase in the premium charged to the Village for its 2013 calendar year policy; and

**NOW, THEREFORE, BE IT RESOLVED** by the Village President and Board of Trustees of the Village of Round Lake as follows:

**Section One:** That the invoice from the Illinois Public Risk Fund, attached hereto as Exhibit A, for an additional \$4,447.00 premium payment is hereby approved.

**Section Two:** The Mayor, or his designee, is authorized to perform such other actions required to carry out the purpose of this resolution and to otherwise implement this resolution.

**APPROVED:**

\_\_\_\_\_  
Daniel A. MacGillis, Village President

**ATTEST:**

\_\_\_\_\_  
Patricia C. Blauvelt, Village Clerk

**PASSED:**

**APPROVED:**

**AYES:**

**NAYS:**

**ABSENT:**

## Workers Compensation Process

Prior to calendar year 2012, the Village's risk management provider was the Illinois Municipal League Risk Management Association (IMLRMA). Staff provided that organization estimated payrolls and actual payrolls when requested. Payroll audits were never questioned, including the categorization of employees by IMLRMA.

For calendar year 2012 and 2013, staff provided the Village's current vendor, Illinois Public Risk Fund (IPRF), an estimated payroll that was categorized consistent with past practices. The estimated payroll categorizes employees by function, such as, police officers, clerical employees, and street maintenance.

Payroll audits are written into workers compensation contracts to enable the provider to review the actual payroll amounts to determine if coverage was adequate and the premium was correct. The process is to ensure companies are not materially understating their estimated payroll to have a significant reduction in the annual premium.

The IPRF stringently followed workers compensation standards whereby the allocation of salaries based on percentages is not permitted. As an example, staff could not just split a Public Works employee fifty percent to the General Fund and fifty percent to the Water/Sewer Fund. In fact, per the regulations, if payroll records do not show the actual payroll applicable to each classification, the entire payroll of the individual employee must be assigned to the highest rate classification that represents any part of his or her work.

An exception to the regulations regarding payroll classifications is if the client has proof of detail records of hours worked per employee that reflect the different categories versus the employee payroll splits. The Public Works Department is split in payroll between the General Fund and the Water/Sewer Funds; however, detail records were used for the audit to reduce the audited payroll amount, therefore, reducing the additional premium owed. Such reduction was realized by allocating salaries to sewage disposal, which has a lower premium rate (originally the allocation was split only between street maintenance and waterworks).

The IPRF conducted an audit of the Village's 2012 payroll and determined that the categorization of certain employees was not correct. The final audited additional premium was calculated at \$10,489 due to the actual payroll \$12,497 higher than the estimated amount and classifications of employees into higher rated premium categories.

For calendar year 2013, the IPRF audit concluded that an additional premium amount of \$4,447 is owed. The estimated payroll amount prepared was \$3,209,169 versus the actual payroll of \$3,071,550, a difference of \$137,619. Although the actual payroll was 4.29% less than the estimated payroll, the premium increased 6.74% due to the classification of employees into categories with higher workers compensation premium rates.

The table below lists the estimated payroll information along with the audited payroll for calendar year.

Description	Clerical 8810	Street Maint. 5506	Waterworks 7520	Sewage Disposal 7580	Street Cleaning 9402	Municipal Employees 9410	Policemen 7720	Premium Total
<b>Estimated:</b>								
Estimated 2013 Payroll	\$858,043	\$125,809	\$153,657	\$0	\$149,157	\$333,872	\$1,588,631	\$3,209,169
Rate Per \$100 Payroll	\$0.141	\$7.830	\$3.618	\$2.882	\$5.456	\$3.088	\$1.822	-
Total Premium Amount	\$1,210	\$9,851	\$5,559	\$0	\$8,138	\$10,310	\$28,945	\$64,013
Add: Administrative Fee	\$36	\$296	\$167	\$0	\$244	\$309	\$868	\$1,920
Total Premium	\$1,246	\$10,146	\$5,726	\$0	\$8,382	\$10,619	\$29,813	\$65,933
<b>Audited:</b>								
Audited 2013 Payroll	\$670,064	\$306,032	\$137,633	\$64,102	\$0	\$165,293	\$1,728,426	\$3,071,550
Rate Per \$100 Payroll	\$0.141	\$7.830	\$3.618	\$2.882	\$5.456	\$3.088	\$1.822	-
Total Premium Amount	\$945	\$23,962	\$4,980	\$1,847	\$0	\$5,104	\$31,492	\$68,330
Add: Administrative Fee	\$28	\$719	\$149	\$55	\$0	\$153	\$945	\$2,050
Net Premium	\$973	\$24,681	\$5,129	\$1,903	\$0	\$5,257	\$32,437	\$70,380
<b>Difference</b>	<b>(\$273)</b>	<b>\$14,535</b>	<b>(\$597)</b>	<b>\$1,903</b>	<b>(\$8,382)</b>	<b>(\$5,362)</b>	<b>\$2,623</b>	<b>\$4,447</b>

For calendar year 2014 all employees were categorized based on the audits performed by IPRF and an additional amount was included in the budget for such audits beginning in fiscal year end 2014/15. Included in the current budget is \$10,000 split 50/50 between the General and Water/Sewer Funds. The additional premium of \$4,447 is \$5,553 under that specific item included in the risk management premium account.



**Illinois Public Risk Fund**

Cost Control Through Cooperation Since 1985

7941 W. 171st Street • Tinley Park, IL 60477-3244  
708.429.6300 • Fax 708.429.6488  
Toll Free 800.289.IPRF • www.iprf.com

May 27, 2014

Sue Henley  
Village of Round Lake  
442 N. Cedar Lake Road  
Round Lake IL 60073

RECEIVED  
MAY 30 2014

VILLAGE OF ROUND LAKE

RE: Workers Compensation Payroll Audit

Dear Sue:

Enclosed please find a copy of your January 1, 2013 through January 1, 2014 audit.

Please review the audit calculations prior to June 20, 2014 as our Reinsurance carrier has requested all finalized audits be processed to their office.

Your audit has resulted in an additional premium for which our invoice is enclosed.

Please contact our office should you have any questions.

Thank you for your business.

Sincerely,

**Illinois Public Risk Fund**  
**Accounting Department**



**Illinois Public Risk Fund**

P. O. Box 725  
Bedford Park, IL 60499-0725  
(800) 289-4773 Phone  
(708) 429-6488 Fax

<b>Invoice # 24256</b>		Page 1 of 1
Account Number	Date	
1140-00000	5/27/2014	
BALANCE DUE ON		
5/27/2014		
AMOUNT PAID	Amount Due	
	\$4,447.00	

**Village of Round Lake  
Steve Shields  
442 N. Cedar Lake Road  
Round Lake, IL 60073**

Worker's Compensation	PolicyNumber: 1140	Effective: 1/1/2013 to 1/1/2014
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Item #	Trans Eff Date	Due Date	Trans	Description	Amount
57347	1/1/2013	5/27/2014	AUDI	01-01-13/14 Audited Workers' Compensation	\$4,317.00
57348	1/1/2013	5/27/2014	AFEE	01-01-13/14 Audited Administrative Fee	\$130.00
<b>Total Invoice Balance:</b>					<b>\$4,447.00</b>

**Please remit the top portion of the invoice to the P. O. Box shown above.**



## ILLINOIS PUBLIC RISK FUND

### Audit

001140  
Village of Round Lake  
442 N. Cedar Lake Road  
Round Lake, IL 60073

Policy Period  
Effective: 01-01-2013  
Expiration: 01-01-2014  
(At 12:01AM Standard Time at your address)

<u>Class Code</u>	<u>Description</u>	<u>Payroll</u>	<u>Rate/100</u>	<u>Premium</u>
5506	Street Maintenance	\$ 306,032	\$ 7.830	\$ 23,962
7520	Waterworks	\$ 137,633	\$ 3.618	\$ 4,980
7580	Sewage Disposal	\$ 64,102	\$ 2.882	\$ 1,847
7720	Policemen	\$ 1,728,426	\$ 1.822	\$ 31,492
8810	Clerical	\$ 670,065	\$ 0.141	\$ 945
9410	Municipal Employees	\$ 165,292	\$ 3.088	\$ 5,104
			Subtotal:	\$ 68,330
			3% Administrative fee:	\$ 2,050
			Audited Premium:	\$ 70,380
			Less Previously Billed:	\$ 65,933
			<b>Additional Premium:</b>	<b>\$ 4,447</b>



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: PURCHASE OF A SEWER PUSH CAMERA**

Item COTW

***Executive Summary:***

1. The Village has approximately 60 miles of Sanitary Sewer Main Lines, 70 miles of Sewer Laterals and 50 miles of storm sewers. Televising these sewers on a planned basis as well as a reactionary basis is a very beneficial work activity to both identify potential problems and to provide a "clear picture" of a problem that needs immediate/quick attention.
2. We have a 2002 vintage motorized sewer camera that was purchased used. While it remains functional it is limited to eight (8) inch or greater pipe diameter. It is portable but cumbersome to transport, particular where the manhole/inlet is off pavement. This camera will "record what it sees" but does not have ability to "report" what the operator is seeing.
3. A Modern Sewer Push Camera has significantly greater capabilities such as being able to televise 2 inch or greater pipes and allow for determination of the camera head's precise location.
4. Quotes were solicited for a Push Camera with "Pan & Tilt" capabilities (necessary for detailed investigation). A comparison of the two quotes received is attached. The lowest cost Camera (\$19,688.00) is also the more capable Camera.
5. This FY Budget includes \$15,000.00 for a Sewer Push Camera; the additional cost (\$4,688.00) would be taken from the Water & Sewer CIP.

***Recommended Action:***

Concur with the Purchase of the "Veri-Sight" Push Camera at the quoted price of \$19,688.00

<b>Committee: PW/FAC/ENGR</b>		<b>Meeting Date: June 16, 2014</b>	
<b>Lead Department: Public Works</b>		<b>Presenter: Ron Kroop</b>	
<b>Item Budgeted: <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</b>			
<b>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</b>	<b>Account No(s):</b>	<b>Budget:</b>	<b>Expenditures</b>
	50-60-80-88001	\$15,000.00	-
	<b>This Request</b>		<b>\$19,688.00</b>
	YTD Actual		\$0.00
	Encumbured		\$0.00
	<b>Total:</b>	<b>\$15,000.00</b>	<b>\$19,688.00</b>
	<b>Request is over/under budget:</b>		
	Under	-	
	Over		\$4,688.00



ITEM	SEWER "PUSH" COMPARISON	CAMERA
1. PORTABILITY CAMERA	"VERISIGHT" (ENVIRO SIGHT)	"SPORK" (ARIS)
2. ZOOM	YES	YES
3. RECORDING	3X	NONE
4. REPORTING	USB, SDHC	SD CARD
5. PAPER SIZE	SCREEN, ENTRY E-TAPED NARRATIVE ON USB	NONE
6. POWER	21" - 24"	2" - 10"
	120V OR RECHARGEABLE BATTERY	120V OR RECHARGEABLE BATTERY

2/

ITEM	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
7. CABLE LENGTH	VERISIGHT 300' (FIBERGLASS)	1	YR		
8. WARRANTY	VERISIGHT 330' (KULLAR) 1 YR	1	YR		
9. SERVICE / RFR	USG BLUE BOOK TO ARIS				
10. TRAINING	BY USA BLUE BOOK RFR				
11. CAMERA LOCATION	SONDE / HAND HOLD LOCATOR w/ 1 FREQUENCIES				
12. DELIVERY TIME	4-6 WEEKS				
COST					\$19,850.85

\$19,688.00



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: GENERATOR SERVICE CONTRACT**

**Item COTW**

***Executive Summary:***

1. We have 10 Back-Up Power Generators ranging in size from 22 KW to 300 Kw. Nine (9) of these are “permanently” installed at our Sewage Lift Stations, Water Pump Stations and one (1) is “Portable”.
2. These critical Facility Generator must be properly maintained, serviced to provide a very high level of reliability when we experience a Power Outage. Accordingly, we have relied on specialty Generator Service Companies to provide periodic inspection, preventive maintenance and detail servicing. The most recent contract was with Patten CAT from Elmhurst, IL.
3. Quotes were solicited for a new One (1) Year Contract with options to extend for a second year. Patten CAT and Steiner Power Systems submitted Quotes (attached). The Quotes reflect the following summation for the same service provision:
 

A. Patten CAT:	\$8,309.00
B. Steiner:	\$8,260.00
4. As Steiner Power System has previously provided this service in a very effective and professional manner, it is our recommendation to award this service contract to Steiner.

***Recommended Action:***

Concur with award of the Generator Service Contract for the current 10 Back-Up Power Generators to Steiner Power Systems at a cost of \$8,260.00 for the defined tasks, requirements.

<b>Committee: PW/FAC/ENGR</b>		<b>Meeting Date: JUNE 16, 2014</b>	
<b>Lead Department: Public Works</b>		<b>Presenter: Ron Kroop</b>	
<b>Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</b>  <b>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</b>	<b>Account No(s):</b>	<b>Budget:</b>	<b>Expenditures</b>
	50-60-79-77903	\$7,250.00	
	This Request	\$7,250.00	\$8,260.00
	YTD Actual		\$135.00
	Encumbured		\$0.00
	<b>Total:</b>	<b>\$14,500.00</b>	<b>\$8,395.00</b>
	<b>Request is over/under budget:</b>		
	Under		\$6,105.00
	Over	-	

RHK



Patten Power Systems 615 W Lake Street Elmhurst, IL 60126 (877) 891-4181

May 5, 2014

Village of Round Lake  
442 North Cedar Lake  
Round Lake, IL 60073  
Attn: Mike Kilarski  
Phone: 847.546.0962  
Fax: 847.740.3576  
E-mail: mkilarski@eroundlake.com  
Customer Number: 3149455  
Quote Number: 167268

All pricing is valid 4/1/14-3/31/15

Dear Mark,

Below please find a list of services for your equipment as recommended by the manufacturer. Attached for your review is a description and cost breakdown for each service.

- \* Weekly/monthly Inspections                      Performed by Village of Round Lake (checklist enclosed)
- \* Advantage Silver<sup>SM</sup> Service                      Performed by a trained Patten technician (checklist enclosed)
- \* Advantage Gold<sup>SM</sup> Service                      Performed by a trained Patten technician (checklist enclosed)

**MONTHLY WALK AROUND INSPECTION:**

Patten recommends that your generator be inspected monthly by an individual with basic mechanical knowledge and inspects the following items:

1. Walk around inspection: Check engine, radiator and generator for leaks, debris, foreign objects, broken or missing parts.
2. Belts: Inspect for worn, broken or loose belts.
3. Cooling system: Maintain proper coolant level
4. Block Heater: Check for proper operation
5. Engine Oil Level: Check and maintain proper engine oil level
6. Fuel System: Inspect for leaks or cracked piping
7. Batteries: Check for loose connections, corrosion and general battery condition (electrolyte level if possible)
8. Gauges and Control Panel: Inspect for broken gauges, check warning lights for operation
9. Battery Charger: Inspect for proper operation

**ANNUAL ADVANTAGE GOLD<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Gold<sup>SM</sup> Inspection and Maintenance be performed on your generator by an experienced and factory trained technician. See our Advantage Gold<sup>SM</sup> breakdown for the 53-point inspection and maintenance details.

**SEMI-ANNUAL ADVANTAGE SILVER<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Silver<sup>SM</sup> inspection be performed on your generator about 6 months after the Gold Service by an experienced and factory trained technician. See our Advantage Silver<sup>SM</sup> breakdown for the 49-point inspection details.

Total Quote: \$ 8,309.00



Patten Power Systems 615 W Lake Street Elmhurst, IL 60126 (877) 891-4181

### ADVANTAGE SILVER<sup>SM</sup> SERVICE

During Patten's Advantage Inspection and Maintenance, our factory-trained technician will perform the maintenance and submit a written report on the following systems:

#### Cooling System

- Radiator / Heat Exchanger
- Antifreeze Protection and Level
- Hoses and Connections
- Fan Drive Pulley and Fan
- Fan Belt(s)
- Jacket Water Heater(s) \*
- Water Pump(s)
- Thermostat(s)

#### Fuel System

- Day Tank Level and Gauge
- Fuel Line and Connections
- Governor and Controls
- Fuel Filter(s)
- Fuel Pressure

#### Air Induction And Exhaust

- Air Filter(s)
- Air Filter Service Indicator(s)
- Air Inlet System
- Turbocharger(s) \*
- Exhaust Manifold(s)
- Exhaust System
- Valves and Rotators (at valve adjustment only)
- Louver Operation

#### Lube Oil System

- Oil (Check Level)
- Oil Filter(s)
- Magneto / Distributor
- Crankcase Breather

#### Starting System

- Check Battery (ies)
- Check Specific Gravity
- Battery Charger
- Starting Motor(s)
- Alternator \*

#### Engine Monitors, Safety Controls and Control Panel

- Gauges
- Safety Controls
- Remote Annunciator / Alarms \*
- Start Controls / Manual and Auto
- Voltmeter
- Ammeter
- Frequency Meter
- Circuit Breaker

#### Generator

- Bearings
- Slip Rings and Brushes \*
- Space Heater(s) \*
- Vibration Isolator \*
- Wiring Connections
- Cable Connections

#### Gas Engines Only

- Gas Line and Connections
- Carburetor and Linkage
- Oil Pressure
- Ignition System

### ADVANTAGE GOLD<sup>SM</sup> SERVICE

Advantage Gold<sup>SM</sup> includes all Advantage Silver<sup>SM</sup> inspections as well as the following items:

- Change Oil and Filter(s)\*\*
- Change Fuel Filter(s)\*\*
- Maintain Water Separator \*
- Lubricate Fan Pulley
- Grease Generator Bearings\*

\*If Applicable

\*\*Dispose of waste per EPA regulations



Patten Power Systems 615 W Lake Street Elmhurst, IL 60126 (877) 891-4181

May 5, 2014

Village of Round Lake  
442 North Cedar Lake  
Round Lake, IL 60073  
Attn: Mike Kilarski  
Phone: 847.546.0962  
Fax: 847.740.3576  
E-mail: mkilarski@eroundlake.com  
Customer Number: 3149455  
Quote Number: 167268

All pricing is valid 4/1/14-3/31/15

**Ford LSG8751 S/N: 10826-T-06-RG**  
**Well 2**

**SEMI-ANNUAL ADVANTAGE SILVER<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Silver<sup>SM</sup> inspection be performed on your generator semi-annually by an experienced and factory trained technician. See our Advantage Silver<sup>SM</sup> breakdown for the 49-point inspection details.

**2014: \$ 300.00**  
**2015: \$ 309.00**

**ANNUAL ADVANTAGE GOLD<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Gold<sup>SM</sup> Inspection and Maintenance be performed on your generator by an experienced and factory trained technician. See our Advantage Gold<sup>SM</sup> breakdown for the 53-point inspection and maintenance details.

**2014: \$ 491.00**  
**2015: \$ 506.00**

**Optional:**

Oil Sample \$20.00  
Coolant Sample \$ 43.00

- **BASED ON MONDAY-FRIDAY REGULAR HOUR LABOR RATES**
- **PRIMARY AIR FILTER/SPARK PLUGS CHANGED AS NEEDED AT ADDITIONAL CHARGE**
- **BATTERIES AND COOLANT CHANGED AS NEEDED AT ADDITIONAL CHARGE**
- **PRICE QUOTE VALID FOR 90 DAYS**



Patten Power Systems 615 W Lake Street Elmhurst, IL 60126 (877) 891-4181

May 5, 2014

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Round Lake, IL 60073  
Attn: Mike Kilarski  
Phone: 847.546.0962  
Fax: 847.740.3576  
E-mail: mkilarski@roundlake.com  
Customer Number: 3149455  
Quote Number: 167268

All pricing is valid 4/1/14-3/31/15

**Caterpillar D100P1 S/N NPS01252**  
**Cedar Lake**

**SEMI-ANNUAL ADVANTAGE SILVER<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Silver<sup>SM</sup> inspection be performed on your generator semi-annually by an experienced and factory trained technician. See our Advantage Silver<sup>SM</sup> breakdown for the 49-point inspection details.

2014: \$ 300.00  
2015: \$ 309.00

**ANNUAL ADVANTAGE GOLD<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Gold<sup>SM</sup> Inspection and Maintenance be performed on your generator by an experienced and factory trained technician. See our Advantage Gold<sup>SM</sup> breakdown for the 53-point inspection and maintenance details.

2014: \$ 568.00  
2015: \$ 585.00

Optional:  
Oil Sample \$20.00  
Coolant Sample \$ 43.00

- BASED ON MONDAY-FRIDAY REGULAR HOUR LABOR RATES
- PRIMARY AIR FILTER/SPARK PLUGS CHANGED AS NEEDED AT ADDITIONAL CHARGE
- BATTERIES AND COOLANT CHANGED AS NEEDED AT ADDITIONAL CHARGE
- PRICE QUOTE VALID FOR 90 DAYS



Patten Power Systems 615 W Lake Street Elmhurst, IL 60126 (877) 891-4181

May 5, 2014

Village of Round Lake  
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Phone: 847.546.0962  
Fax: 847.740.3576  
E-mail: mkilarski@roundlake.com  
Customer Number: 3149455  
Quote Number: 167268

All pricing is valid 4/1/14-3/31/15

**Kohler 80RZ-81 S/N 2098812**

**Dawn Marie**

**SEMI-ANNUAL ADVANTAGE SILVER<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Silver<sup>SM</sup> inspection be performed on your generator semi-annually by an experienced and factory trained technician. See our Advantage Silver<sup>SM</sup> breakdown for the 49-point inspection details.

**2014: \$ 300.00**

**2015: \$ 309.00**

**ANNUAL ADVANTAGE GOLD<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Gold<sup>SM</sup> Inspection and Maintenance be performed on your generator by an experienced and factory trained technician. See our Advantage Gold<sup>SM</sup> breakdown for the 53-point inspection and maintenance details.

**2014: \$ 478.00**

**2015: \$ 492.00**

**Optional:**

Oil Sample \$20.00

Coolant Sample \$ 43.00

- BASED ON MONDAY-FRIDAY REGULAR HOUR LABOR RATES
- PRIMARY AIR FILTER/SPARK PLUGS CHANGED AS NEEDED AT ADDITIONAL CHARGE
- BATTERIES AND COOLANT CHANGED AS NEEDED AT ADDITIONAL CHARGE
- PRICE QUOTE VALID FOR 90 DAYS



Patten Power Systems 615 W Lake Street Elmhurst, IL 60126 (877) 891-4181

May 5, 2014

Village of Round Lake  
442 North Cedar Lake  
Round Lake, IL 60073  
Attn: Mike Kilarski  
Phone: 847.546.0962  
Fax: 847.740.3576  
E-mail: mkilarski@eroundlake.com  
Customer Number: 3149455  
Quote Number: 167268

All pricing is valid 4/1/14-3/31/15

**Detroit Diesel 6063TK35 S/N: 06R0531776**  
**Well 3**

**SEMI-ANNUAL ADVANTAGE SILVER<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Silver<sup>SM</sup> inspection be performed on your generator semi-annually by an experienced and factory trained technician. See our Advantage Silver<sup>SM</sup> breakdown for the 49-point inspection details.

**2014: \$ 300.00**  
**2015: \$ 309.00**

**ANNUAL ADVANTAGE GOLD<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Gold<sup>SM</sup> Inspection and Maintenance be performed on your generator by an experienced and factory trained technician. See our Advantage Gold<sup>SM</sup> breakdown for the 53-point inspection and maintenance details.

**2014: \$ 612.00**  
**2015: \$ 631.00**

Optional:  
Oil Sample \$20.00  
Coolant Sample \$ 43.00

- BASED ON MONDAY-FRIDAY REGULAR HOUR LABOR RATES
- PRIMARY AIR FILTER/SPARK PLUGS CHANGED AS NEEDED AT ADDITIONAL CHARGE
- BATTERIES AND COOLANT CHANGED AS NEEDED AT ADDITIONAL CHARGE
- PRICE QUOTE VALID FOR 90 DAYS



Patten Power Systems 615 W Lake Street Elmhurst, IL 60126 (877) 891-4181

May 5, 2014

Village of Round Lake  
442 North Cedar Lake  
Round Lake, IL 60073  
Attn: Mike Kilariski  
Phone: 847.546.0962  
Fax: 847.740.3576  
E-mail: mkilariski@roundlake.com  
Customer Number: 3149455  
Quote Number: 167268

All pricing is valid 4/1/14-3/31/15

**Deere & Company 6059TF S/N: CD6059T194314**  
**Public Works Building Portable**

**SEMI-ANNUAL ADVANTAGE SILVER<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Silver<sup>SM</sup> inspection be performed on your generator semi-annually by an experienced and factory trained technician. See our Advantage Silver<sup>SM</sup> breakdown for the 49-point inspection details.

**2014: \$ 300.00**  
**2015: \$ 309.00**

**ANNUAL ADVANTAGE GOLD<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Gold<sup>SM</sup> Inspection and Maintenance be performed on your generator by an experienced and factory trained technician. See our Advantage Gold<sup>SM</sup> breakdown for the 53-point inspection and maintenance details.

**2014: \$ 485.00**  
**2015: \$ 499.00**

Optional:  
Oil Sample \$20.00  
Coolant Sample \$ 43.00

- BASED ON MONDAY-FRIDAY REGULAR HOUR LABOR RATES
- PRIMARY AIR FILTER/SPARK PLUGS CHANGED AS NEEDED AT ADDITIONAL CHARGE
- BATTERIES AND COOLANT CHANGED AS NEEDED AT ADDITIONAL CHARGE
- PRICE QUOTE VALID FOR 90 DAYS



Patten Power Systems 615 W Lake Street Elmhurst, IL 60126 (877) 891-4181

May 5, 2014

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Round Lake, IL 60073  
Attn: Mike Kilarski  
Phone: 847.546.0962  
Fax: 847.740.3576  
E-mail: mkilarski@eroundlake.com  
Customer Number: 3149455  
Quote Number: 167268

All pricing is valid 4/1/14-3/31/15

**Detroit Diesel 6063MK35 S/N: 06R0827188**  
**Public Works Building**

**SEMI-ANNUAL ADVANTAGE SILVER<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Silver<sup>SM</sup> inspection be performed on your generator semi-annually by an experienced and factory trained technician. See our Advantage Silver<sup>SM</sup> breakdown for the 49-point inspection details.

**2014: \$ 300.00**  
**2015: \$ 309.00**

**ANNUAL ADVANTAGE GOLD<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Gold<sup>SM</sup> Inspection and Maintenance be performed on your generator by an experienced and factory trained technician. See our Advantage Gold<sup>SM</sup> breakdown for the 53-point inspection and maintenance details.

**2014: \$ 612.00**  
**2015: \$ 631.00**

Optional:  
Oil Sample \$20.00  
Coolant Sample \$ 43.00

- BASED ON MONDAY-FRIDAY REGULAR HOUR LABOR RATES
- PRIMARY AIR FILTER/SPARK PLUGS CHANGED AS NEEDED AT ADDITIONAL CHARGE
- BATTERIES AND COOLANT CHANGED AS NEEDED AT ADDITIONAL CHARGE
- PRICE QUOTE VALID FOR 90 DAYS



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May 5, 2014

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E-mail: mkilarski@roundlake.com  
Customer Number: 3149455  
Quote Number: 167268

All pricing is valid 4/1/14-3/31/15

**Caterpillar G40F3 S/N NFS01543**  
**Chatam**

**SEMI-ANNUAL ADVANTAGE SILVER<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Silver<sup>SM</sup> inspection be performed on your generator semi-annually by an experienced and factory trained technician. See our Advantage Silver<sup>SM</sup> breakdown for the 49-point inspection details.

**2014: \$ 300.00**  
**2015: \$ 309.00**

**ANNUAL ADVANTAGE GOLD<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Gold<sup>SM</sup> Inspection and Maintenance be performed on your generator by an experienced and factory trained technician. See our Advantage Gold<sup>SM</sup> breakdown for the 53-point inspection and maintenance details.

**2014: \$ 467.00**  
**2015: \$ 481.00**

Optional:  
Oil Sample \$20.00  
Coolant Sample \$ 43.00

- BASED ON MONDAY-FRIDAY REGULAR HOUR LABOR RATES
- PRIMARY AIR FILTER/SPARK PLUGS CHANGED AS NEEDED AT ADDITIONAL CHARGE
- BATTERIES AND COOLANT CHANGED AS NEEDED AT ADDITIONAL CHARGE
- PRICE QUOTE VALID FOR 90 DAYS



Patten Power Systems 615 W Lake Street Elmhurst, IL 60126 (877) 891-4181

May 5, 2014

Village of Round Lake  
442 North Cedar Lake  
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Fax: 847.740.3576  
E-mail: mkilarski@eroundlake.com  
Customer Number: 3149455  
Quote Number: 167268

All pricing is valid 4/1/14-3/31/15

**Caterpillar G50F3 S/N NFS01421**

**Arden**

**SEMI-ANNUAL ADVANTAGE SILVER<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Silver<sup>SM</sup> inspection be performed on your generator semi-annually by an experienced and factory trained technician. See our Advantage Silver<sup>SM</sup> breakdown for the 49-point inspection details.

**2014: \$ 300.00  
2015: \$ 309.00**

**ANNUAL ADVANTAGE GOLD<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Gold<sup>SM</sup> Inspection and Maintenance be performed on your generator by an experienced and factory trained technician. See our Advantage Gold<sup>SM</sup> breakdown for the 53-point inspection and maintenance details.

**2014: \$ 467.00  
2015: \$ 481.00**

**Optional:**

Oil Sample \$20.00

Coolant Sample \$ 43.00

- BASED ON MONDAY-FRIDAY REGULAR HOUR LABOR RATES
- PRIMARY AIR FILTER/SPARK PLUGS CHANGED AS NEEDED AT ADDITIONAL CHARGE
- BATTERIES AND COOLANT CHANGED AS NEEDED AT ADDITIONAL CHARGE
- PRICE QUOTE VALID FOR 90 DAYS



Patten Power Systems 615 W Lake Street Elmhurst, IL 60126 (877) 891-4181

May 5, 2014

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Fax: 847.740.3576  
E-mail: mkilarski@eroundlake.com  
Customer Number: 3149455  
Quote Number: 167268

All pricing is valid 4/1/14-3/31/15

**Caterpillar G100F3 S/N NFC00422**  
**Prairie Walk**

**SEMI-ANNUAL ADVANTAGE SILVER<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Silver<sup>SM</sup> inspection be performed on your generator semi-annually by an experienced and factory trained technician. See our Advantage Silver<sup>SM</sup> breakdown for the 49-point inspection details.

**2014: \$ 300.00**  
**2015: \$ 309.00**

**ANNUAL ADVANTAGE GOLD<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Gold<sup>SM</sup> Inspection and Maintenance be performed on your generator by an experienced and factory trained technician. See our Advantage Gold<sup>SM</sup> breakdown for the 53-point inspection and maintenance details.

**2014: \$ 462.00**  
**2015: \$ 476.00**

Optional:  
Oil Sample \$20.00  
Coolant Sample \$ 43.00

- BASED ON MONDAY-FRIDAY REGULAR HOUR LABOR RATES
- PRIMARY AIR FILTER/SPARK PLUGS CHANGED AS NEEDED AT ADDITIONAL CHARGE
- BATTERIES AND COOLANT CHANGED AS NEEDED AT ADDITIONAL CHARGE
- PRICE QUOTE VALID FOR 90 DAYS



Patton Power Systems 615 W Lake Street Elmhurst, IL 60126 (877) 891-4181

May 5, 2014

Village of Round Lake  
442 North Cedar Lake  
Round Lake, IL 60073  
Attn: Mike Kilarski  
Phone: 847.546.0962  
Fax: 847.740.3576  
E-mail: mkilarski@eroundlake.com  
Customer Number: 3149455  
Quote Number: 167268

All pricing is valid 4/1/14-3/31/15

**General Motors 3.0L S/N: DPSIB2.972ED**  
**Rosewood**

**SEMI-ANNUAL ADVANTAGE SILVER<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Silver<sup>SM</sup> inspection be performed on your generator semi-annually by an experienced and factory trained technician. See our Advantage Silver<sup>SM</sup> breakdown for the 49-point inspection details.

**2014: \$ 300.00**  
**2015: \$ 309.00**

**ANNUAL ADVANTAGE GOLD<sup>SM</sup> SERVICE:**

Patten recommends that Advantage Gold<sup>SM</sup> Inspection and Maintenance be performed on your generator by an experienced and factory trained technician. See our Advantage Gold<sup>SM</sup> breakdown for the 53-point inspection and maintenance details.

**2014: \$ 467.00**  
**2015: \$ 481.00**

Optional:  
Oil Sample \$20.00  
Coolant Sample \$ 43.00

- BASED ON MONDAY-FRIDAY REGULAR HOUR LABOR RATES
- PRIMARY AIR FILTER/SPARK PLUGS CHANGED AS NEEDED AT ADDITIONAL CHARGE
- BATTERIES AND COOLANT CHANGED AS NEEDED AT ADDITIONAL CHARGE
- PRICE QUOTE VALID FOR 90 DAYS

RAK

May 13, 2014

Village of Round Lake  
751 W Town line Road  
Round Lake, IL 60073

Re: Preventive Maintenance - Quotation Number TZ120209-16A

Thank you for the opportunity to provide our quotation for (2) visits PM agreement, for your (10) generators. This agreement is complete with pricing, equipment schedules and a description page of the service options available. Please select the desired months for service and return the agreement at your convenience. Upon receipt of this agreement, our service department, @ 847-956-3098 will schedule an appropriate visit day & time.

**PUBLIC WORKS GARAGE SPECTRUM 300KW**

PM2 Generator & ATS Inspection, oil & filter change .....	\$ 710.00
PM1 Generator & ATS Inspection.....	\$ 270.00*
Oil Sample with full lab results.....	\$ 55.00
*to be done six months apart from PM2	
<b>TOTAL .....</b>	<b>\$ 1035.00</b>

**POTABLE 80KW KOHLER**

PM2 Generator & ATS Inspection, oil & filter change .....	\$ 495.00
PM1 Generator & ATS Inspection.....	\$ 270.00*
Oil Sample with full lab results.....	\$ 55.00
*to be done six months apart from PM2	
<b>TOTAL .....</b>	<b>\$ 820.00</b>

**DAWN MARIE LIFT STATION**

PM2 Generator & ATS Inspection, oil & filter change .....	\$ 420.00
PM1 Generator & ATS Inspection.....	\$ 270.00*
Oil Sample with full lab results.....	\$ 55.00
*to be done six months apart from PM2	
<b>TOTAL .....</b>	<b>\$ 745.00</b>

**WELL #3 KOHLER 300KW**

PM2 Generator & ATS Inspection, oil & filter change .....	\$ 710.00
PM1 Generator & ATS Inspection.....	\$ 270.00*
Oil Sample with full lab results.....	\$ 55.00
*to be done six months apart from PM2	
<b>TOTAL .....</b>	<b>\$ 1035.00</b>

**CEDAR LAKE LIFT STATION OLYMPIAN 100KW**

PM2 Generator & ATS Inspection, oil & filter change ..... \$ 565.00  
PM1 Generator & ATS Inspection..... \$ 270.00\*  
Oil Sample with full lab results..... \$ 55.00  
\*to be done six months apart from PM2  
TOTAL ..... \$ 890.00

**ROSE WOOD LIFT STATION WINCO 22KW**

PM2 Generator & ATS Inspection, oil & filter change ..... \$ 420.00  
PM1 Generator & ATS Inspection..... \$ 270.00\*  
Oil Sample with full lab results..... \$ 55.00  
\*to be done six months apart from PM2  
TOTAL ..... \$ 745.00

**WELL #2 KOHLER 100KW**

PM2 Generator & ATS Inspection, oil & filter change ..... \$ 430.00  
PM1 Generator & ATS Inspection..... \$ 270.00\*  
Oil Sample with full lab results..... \$ 55.00  
\*to be done six months apart from PM2  
TOTAL ..... \$ 755.00

**CURRAN LIFT STATION OLYMPIAN 40KW**

PM2 Generator & ATS Inspection, oil & filter change ..... \$ 420.00  
PM1 Generator & ATS Inspection..... \$ 270.00\*  
Oil Sample with full lab results..... \$ 55.00  
\*to be done six months apart from PM2  
TOTAL ..... \$ 745.00

**PRAIRIE WALK LIFT STATION OLYMPIAN 100KW**

PM2 Generator & ATS Inspection, oil & filter change ..... \$ 420.00  
PM1 Generator & ATS Inspection..... \$ 270.00\*  
Oil Sample with full lab results..... \$ 55.00  
\*to be done six months apart from PM2  
TOTAL ..... \$ 745.00

**ARDEN LIFT STATION OLYMPIAN 50KW**

PM2 Generator & ATS Inspection, oil & filter change ..... \$ 420.00  
PM1 Generator & ATS Inspection..... \$ 270.00\*  
Oil Sample with full lab results..... \$ 55.00  
\*to be done six months apart from PM2  
TOTAL ..... \$ 745.00

**TOTAL FOR ALL 10 UNITS ..... \$ 8,260.00**

The following pricing is based on service performed during normal business hours: 7:00am-4pm Monday – Friday. Note that any additional repairs will be charged at prevailing rate at time of service. Thank you for allowing Steiner Power Systems® to assist with your service needs. Should you have any questions and/or require further information, please feel free to contact me.

Sincerely,

Tom Zapp  
Steiner Power Systems®  
Service Account Manager  
847-439-5148 Fax  
847-489-1750 Cell

**Annual Preventive Maintenance Program**

Steiner Power Systems® will provide a complete program of preventive maintenance for the maintenance for the generator(s) listed in "on Quote Page". To maintain the equipment in good working order, factory-trained technicians will perform all preventive maintenance tasks in accordance with the guidelines issued by the generator manufacturer.

This preventative maintenance program meets the manufacturer's requirements to properly maintain and service your equipment. All work will be performed during the normal Steiner Power Systems® working hours unless otherwise indicated in the supplemental service section of this agreement.

The annual preventive maintenance program includes 2 FOR 10 UNITS operating inspection(s) covering the work outlined in Service Option 1 and Option 2. Also Steiner Power Systems® will provide a written report of findings, corrective actions, and recommendations following each visit.

JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC

**Supplemental Services**

Around-the-Clock Emergency Service – Steiner Power Systems® technicians will respond to ensure proper and reliable operation of all items listed in "Quote Page". Additional services outside the scope this agreement, will be billed at our prevailing rates for field labor.

Billed Additional

**Service Not Included in this Agreement**

Services performed outside of our normal business hours: 7:30am – 4pm, Monday - Friday. If additional service is required, Steiner Power Systems® will make specific recommendations, including tasks required, prices and timing. Upon customer agreement, work will be performed according to specifications in a timely manner.

**Pricing & Payment**

The One year price of this agreement shall be AS PER QUOTE PAGE, plus applicable taxes, and is payable at time of service by billing your established open account. Power Systems® reserves the right to add to any account outstanding more than thirty (30) days, a charge of one and one-half percent (1-1/2%) of the principal amount due at the end of each thirty (30) day period.

**Terms of this Agreement**

The term of this Agreement shall be one year commencing on MAY 2014. To cancel this contract, Steiner Power Systems® must obtain your written notice 30 days before the next scheduled service date.

**Terms & Conditions**

In addition, this agreement is subject to the Terms and Conditions included with this agreement.

Customer: VILLAGE OF ROUND LAKE

PH: 847-627-0036

Fax:

Attn : KEVIN AMANN

X

Accepted by

Name:

Title:

X

TOM ZAPP

Title: Service Account Manager

Date: 5/13/14

Quote # TZ120209-16B

X

Approved by Steiner Power Systems®

Name: WESS OLCZYK

Title: General Manager



**Service Option 1****General**

Visual Inspection – inspect generator for foreign materials, loose or broken fittings, guards, and components. Advise any items in need of repair.

**A. Cooling System**

1. Radiator/Heat Exchanger – visual inspection for leaks, damage, and debris.
2. Check for proper louver operation.
3. Coolant – visual inspection for correct levels and condition of coolant (rust, oil or other contaminants). Check coolant conditioner concentration and temperature protection levels. Add up to one (1) pint of coolant conditioner.
4. Check filler cap gasket and sealing surfaces.
5. Hoses and Connections – visual inspection of all hoses for deterioration, check tightness of connections.
6. Fan Drive Pulley and Fan – check for loose or worn pulleys and lube fan drive bearing. Check fan operation and clearance.
7. Fan Belts- inspect for wear and deterioration. Check tension and adjust as necessary.
8. Jacket Water Heater- inspect for proper operation. Check thermostat setting for proper coolant temperature.
9. Water pump – visual and operation inspection for leaks or unusual noises.

**B. Fuel System**

1. Fuel Tank- visual inspection of fuel tank system for leaks and fuel level.
2. Test day tank pump for operation.
3. Inspect fuel condition for contaminants.
4. Water Trap / Separator – drain water from fuel tank or water separator.
5. Fuel line and connections- inspect for leaks and tight connections. Check line brackets.
6. Governor and Controls – inspect governor oil level. Inspect controls and linkage for proper operation. Add oil as necessary.
7. Fuel filters – Primary / Secondary – inspect for damage, leaks, and proper operation. Clean primary filter.
8. Fuel Pressure – operational check of gauge if applicable.

**C. Air Induction and Exhaust System**

1. Air Filter Restriction Indicator– inspect for proper operation, note reading, reset indicator.
2. Air Inlet System – inspect piping and air filter housing for damaged, loose connections, and evidence of leaks. Check housing seals and gaskets.
3. Air Filter(s) Primary / Secondary – inspect, clean as necessary. Clean Air Filter housing(s) if air filter is cleaned or replaced.
4. Turbocharger – inspect for oil or exhaust leakage. Check for unusual noises and proper operation.
5. Exhaust Manifold – inspect for damage, loose or missing hardware, evidence of exhaust leakage. Inspect for oil slobbering.
6. Exhaust System – inspect silencer and piping for damage, corrosion, or leakage. Check rain cap. Check supports for vibration damage and loose connections.

**D. Lube Oil System**

1. Oil Level – inspect for correct oil level and contamination. Visually inspect unit for leaks.
2. Oil Pressure – Operational check of gauge.
3. Operational and visual inspection of pre lube pump.
4. Crankcase Breather – inspect for proper operation. Check for proper connection and inspect hose for deterioration. Note excessive blow by.

**E. Starting System**

1. Batteries – inspect for damage or evidence of electrolyte leakage. Clean and tighten all battery connections.
2. Batteries – Specify Gravity – check electrolyte level and specific gravity (non maintenance batteries only).
3. Battery Charger – inspect for proper operation, loose terminals, and deteriorated wiring.
4. Starting Motor – inspect electrical connection and wiring, Operational check for abnormal engagement and cranking noises.
5. Alternator – inspect for proper operation, loose connections, and mounting hardware. Check belts, pulleys and voltage output.

**F. Engine Monitors and Safety Controls**

1. Safety Controls – inspect for proper operation, loose connections and wiring deterioration, check all safety controls for proper operation.
2. Remote Annunciators and Alarms – inspect and test all panels and system alarms for proper operation.

**G. Power Generator**

1. Slip Ring and Brushes – remove and inspect brushes and clean slip rings. Adjust as necessary (if so equipped).
2. Space Heaters – inspect for proper operation.
3. Generator Rear Bearing –lubricate if applicable.
4. Vibration Isolators – check for proper adjustment and condition.

**H. Control Panel**

1. Start Controls – Manual / Auto – check for proper operation. Check automatic start.
2. Voltmeter – operational check for correct readings. Check voltage level, voltage gain, and voltage drop adjustment.
3. Ammeter – operational check for correct readings. Load and no load readings, if possible.

**I. Operational Test**

1. Cold start engine, check for abnormal noises, leaks, and vibrations; run 30 minutes.
2. Check operation of all safety devices including water temperature, oil pressure, over speed, over crank, etc.
3. Check and record amps, volts, oil pressure, water temperature, fuel pressure, frequency and kilowatt-output (if possible).
4. Check and record time for startup for signal delay, engine start, load pick up automatic load transfer and load re-transfer.
5. Restore system to automatic operation.

***Service Option 2 (Includes All services Level 1 Inspection PLUS THESE ADDITIONAL SERVICES)*****A. Fuel System**

1. Filters-remove primary & secondary filters inspect for contamination & install new filters.

**B. Lube Oil System**

1. Change oil filter(s) and engine oil.
2. Crankcase Breather-inspect and clean.

**A. Breakers and ATS**

1. Circuit Breakers – inspect for free movement and tightness of connections
2. Automatic Transfer Switch- inspect for proper operation and tightness of connections (performed at time of PM only with customer authorization)

***Optional Services available at additional cost***

- A. Replacement Batteries**
- B. Engine oil sample and analysis**
- C. Engine coolant sample and analysis**
- D. Cooling System**
  - 1. Coolant – Drain, Flush and refill (Standard HD, Long Life, and Propylene Glycol per original fill).
  - 2. Thermostats – Replacement
- E. Diesel fuel polishing**
- F. Vibration testing**
  - 1. Check the engine (6) locations and the generator at three (3) locations.  
Test components and record readings to plot any changes.
- G. Device Thermal Scanning**
- H. Generator load testing**
  - 1. Test generator set with load banks for two (2) hours. Record data and note engine-operating condition. Load unit incrementally to 100% run capacity for quoted test time.
  - 2. Four (4) hours testing available

## Preventive Maintenance and Inspection Agreement: Terms & Conditions

### Exclusions

It is understood that the following are not the responsibility of Steiner Power Systems® under this Agreement:

- A. Operation of the equipment.
- B. Services, repairs or replacement necessitated by misuse, improper operation of covered equipment against Steiner Power Systems® recommendations, or negligence of customer, customer's employees, agents, contractors or invitees.
- C. Replacement of equipment/components due to corrosion, lack of proper water treatment, vibration, electrolytic action, or causes beyond Steiner Power Systems® control.
- D. Inspections, alterations or replacements required by insurance companies, municipal or governmental authorities.
- E. Replacement of major components which cannot be repaired due to age or unavailability of replacement parts.
- F. Replacement or servicing of equipment or components such as fuses, starters, circuit breakers, disconnect switches, electrical and control wiring, structural supports, and decorative casings unless specifically included in this Agreement.
- G. In the event that repairs or replacements performed by Steiner Power Systems® are a recoverable cost or an allowable claim under any policy of insurance under which Customer is an insured party (primary, additional, or otherwise) or a loss payee, Customer agrees to present such claim to the insurer and to diligently pursue such claim, and Customer further agrees that Steiner Power Systems® shall be entitled to payment for such repairs or replacements to the extent Customer receives payment from the insurer. Upon request by Steiner Power Systems® Customer shall assign its rights under and for such claim to Steiner Power Systems®.
- H. The work shall not include the detection, abatement, encapsulation, or removal of asbestos or products, materials, or equipment containing asbestos or any other hazardous material. Customer shall notify Steiner Power Systems® in writing if any hazardous materials, including without limitation asbestos, are present at the jobsite. Customer shall take adequate precautions to protect Steiner Power Systems®, its employees, agents and subcontractors from such hazardous material and will arrange for others to remove or encapsulate such hazardous materials if necessary for the performance of the work. Customer agrees to indemnify and save Steiner Power Systems®, its employees, agents and subcontractors harmless from and against any loss, injury [including death] or liability of any nature arising out of or resulting from exposure of any person or property to hazardous materials at the jobsite.

### INSPECTION

If Steiner Power Systems® should find any equipment covered under this Agreement to be in need of repair and replacement, Steiner Power Systems® will inform the Customer in writing of the equipment condition and the proposed corrective action. When Steiner Power Systems® so notifies the Customer, it is understood that Steiner Power Systems® will not be responsible for the present or future repair, replacement, or operability of the equipment until such time as the equipment is restored to a condition acceptable to Steiner Power Systems®.

### Customer Responsibilities

In order to permit Steiner Power Systems® to properly perform the services included in this Agreement, Customer agrees:

- A. To provide reasonable and timely access to all equipment covered in this Agreement
- B. To allow Steiner Power Systems® to start and stop equipment as necessary
- C. To provide conditions for the proper functioning of the equipment covered in this Agreement.
- D. To provide proper disposition of used oil and other wastes in accordance with applicable laws and regulations.

### Limitation of Liability

All claims, causes of action, or legal proceedings against Steiner Power Systems® arising from Customer's performance or nonperformance hereunder must be commenced by Customer within the express warranty period specified below. Failure to commence any such claim, cause of action, or legal proceeding within such period shall constitute a voluntary and knowing waiver thereof by Customer. IN NO EVENT SHALL STEINER POWER SYSTEMS® LIABILITY FOR DIRECT OR COMPENSATORY DAMAGES EXCEED THE PAYMENTS RECEIVED BY STEINER POWER SYSTEMS® FROM CUSTOMER HEREUNDER WITH RESPECT TO THE ALLEGEDLY DEFECTIVE WORKMANSHIP OR MATERIALS FURNISHED BY STEINER POWER SYSTEMS® TO CUSTOMER, NOR SHALL STEINER POWER SYSTEMS® BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE. THESE LIMITATIONS SHALL APPLY UNDER ALL THEORIES OF LIABILITY OR CAUSES OF ACTION, INCLUDING BUT NOT LIMITED TO CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE.

### WARRANTY

STEINER POWER SYSTEMS® WARRANTS THAT THE WORK PERFORMED HEREUNDER SHALL BE DONE IN WORKMANLIKE MANNER AND THAT ALL PARTS AND COMPONENTS USED BY STEINER POWER SYSTEMS® SHALL BE FREE FROM DEFECTS IN WORKMANSHIP AND MATERIALS. THIS WARRANTY SHALL BE EFFECTIVE FOR A PERIOD OF SIX (6) MONTHS FROM THE DATE THE WORK IS DONE OR UNTIL THE DATE ON WHICH THIS AGREEMENT TERMINATES, WHICHEVER FIRST OCCURS. THE CUSTOMER'S REMEDY, SHOULD ANY BREACH OF THE WARRANTY OCCUR, SHALL BE FOR STEINER POWER SYSTEMS® TO REPAIR OR REPLACE ANY PARTS OR COMPONENTS FURNISHED BY STEINER POWER SYSTEMS® WHICH ARE SHOWN TO STEINER POWER SYSTEMS® SATISFACTION TO BE DEFECTIVE, PROVIDED THAT CUSTOMER GIVES STEINER POWER SYSTEMS® NOTICE PROMPTLY UPON DISCOVERY OF THE DEFECT. THE WARRANTY AND REMEDIES SET FORTH ABOVE ARE IN LIEU OF ALL OTHER WARRANTIES AND REMEDIES, EXPRESSOR IMPLIED, IN LAW OR IN FACT, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE EXPRESS WARRANTIES CONTAINED IN THIS PARAGRAPH SET FORTH CUSTOMER'S SOLE AND EXCLUSIVE REMEDY IN THE EVENT OF A DEFECT IN WORKMANSHIP OR MATERIALS

**TERMINATION**

STEINER POWER SYSTEMS® MAY TERMINATE THIS AGREEMENT UPON WRITTEN NOTICE TO CUSTOMER IN THE EVENT THAT (1) ANY SUMS OR MONIES DUE AND PAYABLE UNDER THIS AGREEMENT ARE NOT PAID WHEN DUE, OR (2) ALTERATIONS, ADDITIONS, OR REPAIRS ARE MADE TO COVERED EQUIPMENT BY OTHERS. EITHER PARTY MAY TERMINATE THIS AGREEMENT UPON THE ANNIVERSARY DATE OF THIS AGREEMENT PROVIDED THAT WRITTEN NOTICE OF SUCH TERMINATION IS RECEIVED BY THE OTHER PARTY AT LEAST THIRTY (30) DAYS PRIOR TO THE ANNIVERSARY DATE. NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY OF ANY REASON BECAUSE OF SUCH TERMINATION AT THE ANNIVERSARY DATE.

**DISPUTES AND CHOICE OF LAW**

THIS CONTRACT SHALL BE DEEMED TO HAVE BEEN ENTERED INTO AND SHALL BE GOVERNED BY THE LAWS OF THE STATE OF ILLINOIS. ALL CLAIMS, DISPUTES AND CONTROVERSIES ARISING OUT OF OR RELATING TO THIS CONTRACT, OR THE BREACH THEREOF, SHALL, IN LIEU OF COURT ACTION, BE SUBMITTED TO ARBITRATION IN ACCORDANCE WITH THE COMMERCIAL ARBITRATION RULES OF THE AMERICAN ARBITRATION ASSOCIATION, EXCEPT THERE SHALL BE A SINGLE ARBITRATOR WHO SHALL RENDER A WRITTEN OPINION. ANY JUDGMENT UPON THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT OF COMPETENT JURISDICTION. THE SITE OF THE ARBITRATION SHALL BE CHICAGO, ILLINOIS. ALL CLAIMS ARISING OUT OF OR RELATING TO THE PERFORMANCE OR NON-PERFORMANCE OF THIS CONTRACT MUST BE COMMENCED WITHIN ONE (1) YEAR FROM THE DATE THE CLAIM AROSE. FAILURE OF EITHER PARTY TO COMPLY WITH THIS LIMITATION SHALL CONSTITUTE A VOLUNTARY AND KNOWING WAIVER OF SUCH CLAIMS.

**COSTS TO STEINER POWER SYSTEMS**

IN THE EVENT IT BECOMES NECESSARY FOR STEINER POWER SYSTEMS® TO INCUR ANY COSTS OR EXPENSES IN THE COLLECTION OF MONIES DUE FROM CUSTOMER, OR TO ENFORCE ANY OF ITS RIGHTS HEREUNDER, CUSTOMER, UPON DEMAND, SHALL REIMBURSE STEINER POWER SYSTEMS® FOR ALL SUCH COSTS AND EXPENSES (INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEY'S FEES).

**ENTIRE AGREEMENT**

WHEN EXECUTED BY THE PARTIES AND APPROVED BY A MANAGER OF STEINER POWER SYSTEMS®, THIS AGREEMENT CONTAINS THE ENTIRE AGREEMENT BETWEEN THE PARTIES WITH RESPECT TO THE SERVICES COVERED HEREIN. NO OTHER REPRESENTATIONS, WARRANTIES, OR STATEMENTS [WHETHER EXPRESSED IN CUSTOMER'S PURCHASE ORDER OR OTHERWISE] SHALL BE BINDING UPON STEINER POWER SYSTEMS® UNLESS EXPRESSLY AGREED TO IN WRITING BY AN OFFICER OF STEINER ELECTRIC COMPANY.

**ASSIGNMENT**

CUSTOMER SHALL NOT ASSIGN THIS CONTRACT OR ANY INTEREST THEREIN WITHOUT THE PRIOR WRITTEN CONSENT OF STEINER POWER SYSTEMS®. ANY ACTUAL OR ATTEMPTED ASSIGNMENT WITHOUT STEINER POWER SYSTEMS® CONSENT SHALL ENTITLE STEINER POWER SYSTEMS®, AT ITS SOLE OPTION, TO CANCEL THIS CONTRACT, AND IN SUCH EVENT, STEINER POWER SYSTEMS® SHALL BE ENTITLED TO PAYMENT FOR ALL WORK PERFORMED AND MATERIALS FURNISHED TO THE DATE OF CANCELLATION, AS WELL AS REASONABLE COMPENSATION FOR LOST INCOME AND PROFITS.

**PRICES AND TERMS**

TERMS OF PAYMENT FOR GOODS SHIPPED AND/OR SERVICES RENDERED HEREUNDER SHALL BE NET ON RECEIPT OF INVOICE. STEINER POWER SYSTEMS® RESERVES THE RIGHT TO ADD TO ANY ACCOUNT OUTSTANDING MORE THAN (30) DAYS A CHARGE OF (1-1/2 %) OF THE PRINCIPAL AMOUNT DUE AT THE END OF EACH (30) DAY PERIOD, UNLESS EXPRESSLY STATED DIFFERENTLY ON THE INVOICE OR QUOTATION. PRICES DO NOT INCLUDE ANY PRESENT OR FUTURE SALES, USE, EXCISE, VALUE-ADDED OR SIMILAR TAXES, WHICH, WHERE APPLICABLE, SHALL BE PAID BY THE CUSTOMER. THE COMPANY IS NOT RESPONSIBLE FOR TYPOGRAPHICAL ERRORS.

**QUOTATIONS**

QUOTED PRICES ARE VOID AFTER 30 DAYS FROM DATE OF QUOTATION UNLESS OTHERWISE SPECIFIED.



VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: CURED IN PLACE PIPE LINER FOR 18” SANITARY SEWER INTERCEPTOR – DESIGN ENGINEERING SERVICES**

Agenda Item No. COTW

*Executive Summary*

The Village’s sanitary sewer interceptor between Cedar Lake Road and Sunset Drive is an 18” vitrified clay pipe. The interceptor sewer has been in place for many years. Over the years, some of the joints have separated, allowing root intrusion and the infiltration of ground water. Root intrusion has been treated chemically, multiple times and will continue to need treatment unless a more permanent solution is employed.

Televising of the interceptor confirmed that it is a good candidate for Cured In Place Pipe lining (CIPP). CIPP will reestablish flow capacity of the sewer, prevent root intrusion, and also significantly reduce infiltration.

The attached Work Order is for Baxter & Woodman to prepare bid documents for lining the worst segments of this interceptor sewer, totaling approximately 1000’. The cost for the design engineering is a Not To Exceed fee of \$9,700..

*Recommended Action*

Approve the attached Work Order #140445.40 for 2014 Sanitary Sewer Rehabilitation Design Engineering Services in the amount not to exceed \$9,700.

<b>Committee: PW/FCA/Eng</b>		<b>Meeting Date(s): June 16, 2014</b>																															
<b>Lead Department: Public Works</b>		<b>Presenter: Ron Kroop</b>																															
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <b>If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account(s)</th> <th style="text-align: right;">Budget</th> <th style="text-align: right;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>50-60-81-88101</td> <td style="text-align: right;">\$1,951,325.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$100,000.00</td> <td style="text-align: right;">\$9,700.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$3,140.17</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$109,544.03</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$2,051,325.00</td> <td style="text-align: right;">\$122,384.20</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td></td> <td style="text-align: right;">\$1,928,940.80</td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>	Account(s)	Budget	Expenditure	50-60-81-88101	\$1,951,325.00		Item Requested	\$100,000.00	\$9,700.00	YTD Actual		\$3,140.17	Amount Encumbered		\$109,544.03				Total:	\$2,051,325.00	\$122,384.20	Request is over/under budget:			Under		\$1,928,940.80	Over	-		
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**VILLAGE OF ROUND LAKE, ILLINOIS  
2014 SANITARY SEWER REHABILITATION  
ENGINEERING SERVICES  
WORK ORDER**

**ENGINEERS' PROJECT NO. 140445.40**

**Project Description:**

The Project consists of design engineering for rehabilitation of approximately 1,000 lineal feet of existing sanitary sewers between Cedar Lake Road and Sunset Drive.

**Engineering Services:**

The general provisions of this contract are enumerated in the Village Engineering Services Agreement between the Village and Engineers dated March, 18, 1998. The scope of services for this Project is listed in Attachment A of this Work Order.

**Compensation:**

Compensation for the services to be provided under this Work Order will be in accordance with the Village Engineering Services Agreement dated March 18, 1998. The Engineers' fee for items as described will not exceed \$9,700 without prior written approval of the Village.

Submitted by: **Baxter & Woodman, Inc.**

By: \_\_\_\_\_

Louis D. Haussmann, PE, PTOE

Title: Vice President/COO

Date: June 3, 2014

Approved: **Village of Round Lake, Illinois**

By: \_\_\_\_\_

Daniel A. MacGillis

Title: Mayor

Date: \_\_\_\_\_

**Additional Comments and Conditions: None.**

### **Project Description**

The Project includes installation of cured-in-place pipe in existing 18-inch sanitary sewers along Dorothy Lane and the High School property between Cedar Lake Road and Sunset Drive. The Project also includes installation of cured-in-place pipe in an existing 8-inch sanitary sewer along Cedar Lake Road, extending south of the intersection with Dorothy Lane. The sanitary sewers to be lined in the above areas total approximately 1,000 lineal feet in length.

### **Scope of Services**

The standard of care for all professional engineering and related services performed or furnished by the ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality on similar projects. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

The following scope of services details the anticipated tasks necessary to successfully complete this Project.

1. **PROJECT MANAGEMENT** - Plan, schedule, and control the activities that must be performed to complete the Project. These activities include, but are not limited to, budget, schedule, and scope.
2. **MEETINGS WITH VILLAGE STAFF** - Conduct one meeting with staff to review the final project documents. Invite Lake County Department of Transportation (DOT) to the Village staff meeting if necessary.
3. **EXHIBIT DRAWINGS** - Prepare exhibit drawings showing the general location, scope, extent, and character of construction work to be furnished and performed by the Contractor.
4. **PROJECT MANUAL** - Prepare for review and approval by the Village and its legal counsel the forms of Construction Contract Documents consisting of Advertisement for Bids, Bidder Instructions, Bid Form, Agreement, Performance Bond Form, Payment Bond Form, General Conditions, and Supplementary Conditions based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC). Prepare technical specifications in the format of the Construction Specification Institute.
5. **PERMITS** - Coordinate with Lake County DOT to apply for an amended permit for the proposed cured-in-place pipe segment in Cedar Lake Road. Utilize existing drawings for previously permitted work for the permit amendment application.
6. **QUALITY CONTROL REVIEWS** - Conduct internal design and constructability reviews of Drawings and Project Manual.

7. **ENGINEER'S OPINION OF PROBABLE COST** - Prepare a final opinion of the probable construction cost.
8. **ASSIST BIDDING** - Set bid dates with the Village, create Advertisement for Bids and provide to Village for publication. Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible. Attend bid opening with Village personnel and assist in reviewing and checking of bid package submittals as required. Tabulate all bids received and make a recommendation to the Village for Award of Contract.

**Note:** The scope of design services does not include topography or legal surveys; access agreements or easement descriptions; sanitary manhole rehabilitation; pipeline excavation repairs; or application fees (if any).

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VILLAGE OF ROUND LAKE  
**AGENDA ITEM SUMMARY**

**TITLE: FOREST AVENUE AND MACGILLIS DRIVE PAVEMENT  
 REHABILITATION DESIGN ENGINEERING SERVICES**

Agenda Item No. COTW

*Executive Summary*

Forest Avenue and MacGillis Drive south of Squaw Creek, are to be used as the detour for traffic while the MacGillis Drive Bridge is being replaced. The deteriorated condition of Forest Avenue should be corrected prior to its use as a detour. IDOT's approval was sought, to include rehabilitation of Forest Avenue as part of the bridge project, using Highway Bridge Program (HBP) funds. IDOT denied this request, taking the position that local road paving work is not eligible for HBP funds.

The attached Work Order is for Baxter & Woodman to perform design engineering services for roadway rehabilitation of approximately 2760' of Forest Avenue east of Lincoln Avenue, and MacGillis Drive from Forest Avenue to IL 134 (omitting sections to be reconstructed with the bridge replacement project). The cost for the design engineering is a Not To Exceed fee of \$27,300.

*Recommended Action*

Approve the attached Work Order #140079.40 for Forest Avenue and MacGillis Drive Pavement Rehabilitation Design Engineering Services in the amount not to exceed \$27,300.

<b>Committee: PW/FCA/Eng</b>		<b>Meeting Date(s): June 16, 2014</b>																												
<b>Lead Department: Public Works</b>		<b>Presenter: Ron Kroop, P.E.</b>																												
Item Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  If amount requested is over budget, a detailed explanation of what account(s) the overage will be charged to will be provided in the Executive Summary or attached detail.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Account(s)</th> <th style="width: 30%;">Budget</th> <th style="width: 30%;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>35-20-73-77307</td> <td style="text-align: right;">\$371,000.00</td> <td></td> </tr> <tr> <td>Item Requested</td> <td style="text-align: right;">\$17,000.00</td> <td style="text-align: right;">\$27,300.00</td> </tr> <tr> <td>YTD Actual</td> <td></td> <td style="text-align: right;">\$12,728.72</td> </tr> <tr> <td>Amount Encumbered</td> <td></td> <td style="text-align: right;">\$32,163.03</td> </tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$388,000.00</td> <td style="text-align: right;">\$72,191.75</td> </tr> <tr> <td colspan="3">Request is over/under budget:</td> </tr> <tr> <td style="text-align: right;">Under</td> <td></td> <td style="text-align: right;">\$315,808.25</td> </tr> <tr> <td style="text-align: right;">Over</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table>			Account(s)	Budget	Expenditure	35-20-73-77307	\$371,000.00		Item Requested	\$17,000.00	\$27,300.00	YTD Actual		\$12,728.72	Amount Encumbered		\$32,163.03	Total:	\$388,000.00	\$72,191.75	Request is over/under budget:			Under		\$315,808.25	Over	-	
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**VILLAGE OF ROUND LAKE, ILLINOIS  
FOREST AVENUE AND MACGILLIS DRIVE IMPROVEMENTS  
ENGINEERING SERVICES  
WORK ORDER**

**ENGINEERS' PROJECT NO. 140079.40**

**Project Description:**

The Project consists of design engineering for resurfacing Forest Avenue and MacGillis Drive from Lincoln Avenue right-of-way to Illinois Route 134. This Project will omit the section of MacGillis Drive to be improved separately as part of the MacGillis Drive Bridge Improvements over Squaw Creek. The limits of the Project are more specifically described in Attachment A of this Work Order and the tasks are more specifically described in Attachment B.

**Engineering Services:**

Provide design engineering services (see Attachment B). Specific Engineering services are described in the Engineering Services Agreement between the Village and the Engineers dated March 18, 1998.

**Compensation:**

Compensation for the services to be provided under this Work Order will be in accordance with the Municipal Professional Service Agreement. The Engineers' fee for items as described will not exceed **\$27,300.00** for Design Engineering without prior written approval of the Village.

Submitted by: **Baxter & Woodman, Inc.**

By: \_\_\_\_\_  
Louis D. Haussmann, PE, PTOE  
Title: Vice President/COO

Date: June 12, 2014

Approved: **Village of Round Lake, Illinois**

By: \_\_\_\_\_  
Daniel A. MacGillis  
Title: Village President

Date: \_\_\_\_\_

**Additional Comments and Conditions:**

**SCHEDULE**

Notice to Proceed	July 21, 2014
Preliminary PS&E to Village for Review	October 22, 2014
Final PS&E Approved by Village	November 5, 2014
Advertise for Bidding	November 11, 2014
Open Bids	November 25, 2014
Award Contract	January 6, 2015
Begin Construction	April 1, 2015
Complete Construction	June 1, 2015

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## Project Description

The limits of the Project are described as follows:

<u>Street</u>	<u>Limits</u>
Forest Avenue and MacGillis Drive	Lincoln Avenue right-of-way to IL Route 134
365 foot Project omission: From 165 feet south of the centerline of the MacGillis Drive Bridge over Squaw Creek to 200 feet north of the centerline of the bridge.	

The anticipated work includes:

### **Forest Avenue and Southern Portion of MacGillis Drive-**

Reconstruct/recycle existing pavement, install 'V' gutter along the centerline of portions of the pavement, add storm sewer laterals, and place pavement markings.

### **MacGillis Drive North of Rosewood Apartments-**

Mill the existing pavement, patch, resurface with hot-mix asphalt pavement, repair curb and gutter, and place pavement markings.

### **Perpendicular On-Street Parking Areas-**

Remove and replace the existing pavement with full depth bituminous concrete.

NOTE: Inclusion of this Item will depend on discussions with Rosewood Apartments Management.

The project length is approximately 2,760 linear feet, omitting the lengths on each side of the bridge described above.

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## Project Description

The Project consists of design engineering for the rehabilitation of Forest Avenue and MacGillis Drive from Lincoln Avenue right-of-way to Illinois Route 134. This Project will omit the section of MacGillis Drive to be improved separately as part of the MacGillis Drive Bridge Improvements over Squaw Creek. The following scope of services does not include any geotechnical work, permit applications, and fees. The existing mainline storm sewer system will be utilized and no stormwater calculations are included in the project scope.

## Scope of Services

### DESIGN ENGINEERING

#### 1. MANAGE PROJECT

- Plan, schedule, and control the activities that must be performed to complete the Project including budget, schedule, and scope. Coordinate with Village and Project team to incorporate Village goals into final Project. Attend one kick-off meeting with the Village to review the Project and establish Project criteria and clear lines of communication, and one progress meeting to review the Plans, Contract Proposal, and Estimate of Cost prior to final plan preparation.

#### 2. PRELIMINARY PLANS, SPECIAL PROVISIONS, AND ESTIMATE OF COST

- AGENCY COORDINATION - Notify and coordinate the proposed improvements with utility companies. Coordinate the proposed improvements at Illinois Route 134 with the Illinois Department of Transportation (IDOT).
- TOPOGRAPHIC SURVEY - Perform topographic survey within the Project limits. State plane coordinates and NAVD 88 will be used for horizontal and vertical controls. The survey will extend from Lincoln Avenue right-of-way to a point 190 feet south of the centerline of Whispering Oaks Lane. Topography north of this point to Illinois 134 was previously

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obtained as part of the MacGillis Drive Bridge improvements over Squaw Creek. This topography will also be incorporated into the Forest Avenue and MacGillis Drive improvements.

- **FIELD EVALUATION** – Perform a field evaluation of the condition of the existing pavement, curb and gutter, drainage appurtenances, and measure and calculate quantities of pavement repair. Take photographs of existing conditions and prepare notes to assist with preparation of design drawings.
- **PRELIMINARY GEOMETRIC PLANS** – Prepare the pavement design and geometric plan design sheets for the proposed improvements. Plan and profile sheets will be developed for the reconstruction/recycle portion. Plan sheets only will be developed for the resurfacing section.
- **MAINTENANCE OF TRAFFIC PLAN** – Develop a preferred maintenance of traffic and staging plan and submit to the Village for comment and approval. Identify the preferred strategy for maintaining traffic and driveway access. Confer with Village staff, emergency services, and public transportation agencies to consider local impacts and concerns.
- **PROJECT DETAILS AND STANDARDS** – Prepare a Cover Sheet, Typical Sections, General Notes, Design Details, Summary of Quantities, Schedules, IDOT Standard Detail sheets, and Special Provisions in accordance with IDOT MFT guidelines.
- **CROSS SECTION DESIGN** – Design roadway cross sections at 50-foot intervals in areas where the proposed ‘V’ gutter will be placed at the center of pavement.
- **ESTIMATE OF COST** – Prepare summary of quantities, schedules of materials, and an engineer’s estimate of cost.
- **SPECIAL PROVISIONS** – Prepare Project special provisions and bidding forms in accordance with IDOT MFT guidelines.

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- QC/QA – Perform an in-house peer and constructability review of the pre-final plans, specifications, and estimates of cost for the Project.
  - PUBLIC INFORMATION MEETING - Prepare exhibits and attend one Public Information Meeting. Prepare meeting minutes to document public comments.

**3. FINAL PLANS, SPECIFICATIONS AND ESTIMATE OF COST**

- FINAL CONTRACT PLANS AND CONTRACT PROPOSAL – Prepare contract documents consisting of Plans, Special Provisions, Contract Proposals, and Engineer’s Estimate of Probable Construction Cost for the Village to receive construction bids on the Project. Make any necessary changes to the documents as required by the Village. Provide the Village with electronic documents of the Plans, Specifications, and Estimate of Cost.

**4. ASSIST BIDDING**

- Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible for the Project, receive and evaluate bids, tabulate bids, and make a recommendation to the Village for an award of contract.

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